



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 8

999 18TH STREET - SUITE 300

DENVER, CO 80202-2466

<http://www.epa.gov/region08>

September 23, 2002

Dear Potential Applicant:

Attached please find the *FY2003 Request for Proposals (RFP) under the U.S. Environmental Protection Agency Region 8 Ecosystems Protection Program (EPP) and Water Program (WP)* “***Consolidated Funding Process***” which allows you to make one submission to be considered for multiple sources of funding listed in the RFP. **Proposal(s) must be received in our office by close of business December 3, 2002 in both electronic format and hard copy.** You will find proposal preparation guidance and program criteria in the following pages and additional information such as updates, process schedule, and program-specific guidance can be found on the following EPA Region 8 website: <http://www.epa.gov/region08/cfp>

EPA Region 8 is pleased that we have been able to support projects proposed by state, tribal, local, and non-governmental organizations, and we are confident that this program will continue to provide significant assistance for environmental restoration and protection throughout Region 8. We look forward to receiving your proposal.

Sincerely,

Carol L. Campbell
Director
Ecosystems Protection Program

Stephen S. Tuber
Director
Water Program

Attachment w/ Appendices



FY2003 Region 8 "Consolidated Funding Process" Request for Proposals

GENERAL PROPOSAL GUIDANCE



Electronic versions and paper copies of your proposal **must be received in our office on or before close of business December 3, 2002** or your proposal will not be accepted.

- ★ Funds are awarded competitively & final decisions are dependent on funding availability.
- ★ Funding provides financial assistance for activities to support restoration of impacted watersheds, protection of pristine or high value watersheds or ecosystems, and water quality improvement.
- ★ Funding under this process may NOT be used for: routine program implementation, regulatory compliance or mitigation, land acquisition, recreational features such as hiking trails, purchase of vehicles, or completion of work which was to have been completed under a prior grant.
- ★ Assistance may be available through a grant or cooperative agreement, Inter-Agency Agreement (IAG), or contract support.
- ★ For-profit organizations are NOT eligible to apply directly to EPA for these funds. Refer to Appendix A for specific information on eligibility, funding caps and past award amounts.
- ★ Projects are not expected to meet all criteria under all grants and may focus on the criteria from one grant fund or several grant funds.
- ★ Proposals will be evaluated based upon the degree to which the criteria are met under each of the grant-funding areas identified below.

SUGGESTIONS FOR STRENGTHENING PROPOSALS

Since the quality of a proposal plays a significant role in the selection of projects for funding, we want to ensure that proposals are as competitive as possible. Proposals that are well-thought out and include information that strengthens the argument for funding will be most competitive. You may wish to consider addressing one or more of the following:

- ☐ projects based in the Geographic or Special Emphasis areas listed in Appendix B.,
- ☐ letter(s) of support,
- ☐ measurable environmental and/or institutional results within a 2-year time frame,
- ☐ demonstration that the proposal is an unfunded part of a related, ongoing project with documented performance and progress, and leveraging of resources from other partners,
- ☐ methods/tools/approaches are transferable to other projects or locations and that actively disseminate results,
- ☐ demonstrated 5% cash or in-kind match (Wetlands Grants require a 25 percent match),
- ☐ supports the development and enhancement of tribal environmental programs and/or projects.

WETLANDS PROTECTION PROJECT GRANT CRITERIA

The purpose of Wetland Protection Grants is to improve the success of compensatory mitigation, develop and implement wide area wetland monitoring programs, or to develop programs that will protect isolated wetlands. Proposals must include the following elements to be considered for wetlands funds: 1) the projects must contribute to the direct protection of wetlands, 2) the project must result in product/deliverable(s), 3) the project must address national and regional priorities (see guidance on our web site), 4) the project must be consistent with state/tribal/local

government wetlands conservation priorities or strategy(s), and 5) The applicant must demonstrate a non-federal match of 25% of the total project cost.

The following activities **cannot** be supported with wetlands funds:

- ☐ Scientific research
- ☐ Wetland restoration involving earth-moving activities
- ☐ Purchase of office equipment.

Projects from non-government entities can be funded, but only as a pass-through grant to the lead wetland coordination agency and must be closely coordinated with them. Projects that collect environmental data must have an approved Quality Assurance plan and the data must be made available as a part of the existing public databases or lead to the creation of that type of database.

WATER QUALITY COOPERATIVE AGREEMENT GRANT CRITERIA

Funding for Water Quality Cooperative Agreement Grants (Clean Water Act (CWA) Section 104(b)(3)) is for a short duration (1 to 2 year) projects that support innovative efforts to address the prevention, reduction, or elimination of water pollution. The CWA specifies that Water Quality Cooperative Agreement Grants are for projects that *promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction and elimination of pollution*. Funds are awarded competitively to projects with a maximum two year duration.

Please refer to Region 8's FY 2003 Guidance for Water Quality Cooperative Agreement Proposals for priority funding areas and criteria that should be addressed in all proposals (available on our website or by calling Jennifer Harris at (303) 312-6254).

REGIONAL GEOGRAPHIC INITIATIVE CRITERIA

The Regional Geographic Initiative (RGI) program enables EPA Region 8 to address unique, multi-media, regional environmental projects that are of high priority and are bounded by the region or place in which the project exists. Funds are generally considered "seed or startup" funds and are used to fund projects which will demonstrate environmental results within a 2 year time frame. Successful proposals will have the potential to leverage contributions from other interested & affected agencies, organizations & individuals and create partnerships where none existed previously. RGI does not fund pure scientific research.

The following project types will be given priority under RGI:

- ★ Projects for watersheds in the Geographic or Special Emphasis areas (see Appendix B Checklist)
- ★ Projects which will not be addressed by national, media-specific environmental programs and are a high regional or agency priority.

TOTAL MAXIMUM DAILY LOAD (TMDL) PROGRAM CRITERIA

Projects must result in the development of a TMDL for a 303(d) listed waterbody and address non-point source issues to receive TMDL funds. The following projects will be given priority:

- ★ Proposals reviewed and supported by the State TMDL programs
- ★ Projects for waterbodies that are identified on the State 303(d) list as high priority and/or targeted
- ★ Projects that help achieve court-ordered TMDLs, per consent decree or settlement agreement
- ★ Projects that contribute to the recovery of Endangered Species Act -listed

PROPOSAL SCHEDULE & SUBMISSION REQUIREMENTS

- ★ **Submittal Deadline: Close-of-Business, December 3, 2002**
- ✓ Proposal **MUST** be submitted in **ELECTRONIC VERSION**
- in Microsoft Word, WordPerfect, or Acrobat .pdf formats
 - on diskette, CD or emailed to R8CFP@epa.gov - - email must not be larger than 25 mb
 - including proposal, maps, pictures, and letters of support
- ****AND******
- ✓ Proposal **MUST** be submitted in **HARD COPY**
- original and 1 copy of the proposal
 - in the required proposal format found in Appendix C
 - including proposal, maps, pictures, and letters of support
 - addressed to:
- Consolidated Funding Process *ATTN: Jennifer Harris*
U.S. EPA Region 8 8P-W
999 18th Street, Suite 300
Denver, CO 80202-2466
- ✓ **All attachments must accompany your submittal on December 3rd, 2002.**
Attachments submitted after the deadline will not be accepted.
- ✓ Fax submissions will NOT be accepted.
- ✓ Verification of receipt of your proposal will be sent email only.
- ✓ Selection process is expected to be completed by **March 1, 2003**, with notification of decisions made as soon after as possible pending availability of funds.
- ★ **Don't Forget!!** Electronic versions and paper copies of your proposal **must be received in our office on or before close of business December 3, 2002.**
Proposals or attachments received after this date will not be accepted!

Appendix A
Summary of CONSOLIDATED FUNDING PROCESS
Clean Water, Act 104(b)(3) Program Funding Sources – FY 2002

FUNDING SOURCE/ AUTHORITY	*FY 2002 REGION 8 ALLOCATION	FY 2002 AVERAGE AWARD AMOUNT	PROGRAM FUNDING CAP**	MATCH	ELIGIBILITY	PROGRAM MAIN POINT OF CONTACT	PROGRAM BACKUP CONTACT
Wetlands Protection Project Grants	\$1,581,000	\$48,000	\$100,000	25%	States, Tribes, Local Gov'ts	Ed Stearns 303-312-6946 stearns.edward@epa.gov	Brent Truskowski 303-312-6235 truskowski.brent@epa.gov
Water Quality Project Grants	\$792,900	\$43,300	\$100,000	**	States, Tribes, Local Gov'ts, Non-profit Org's, Federal Agencies	Jennifer Harris 303-312-6254 harris.jennifer@epa.gov	Debra Thomas 303-312-6373 thomas.debrah@epa.gov
Regional Geographic Initiative	\$442,000	\$23,000	\$30,000	**	States, Tribes, Local Gov'ts, Non-profit Org's, Federal Agencies	Pam Dougherty 303-312-6012 dougherty.pam@epa.gov	Cynthia Gonzales 303-312-6569 gonzales.cynthia@epa.gov
TMDL Program Funding	\$233,882	\$42,000	Requests may exceed \$100,000	**	States, Tribes, Local Gov'ts, Non-profit Org's, Federal Agencies	Kathy Hernandez 303-312-6101 hernandez.kathryn@epa.gov	Vern Berry 303-312-6234 berry.vern@epa.gov

* FY2003 allocations are not yet established.

** Match is not required but strongly encouraged since it is a strengthening factor

Appendix B -REVIEW TEAM PROPOSAL CHECKLIST

Please CHECK the boxes for each component that your proposal meets and RETURN with your proposal

The purpose of the following checklist is to assist EPA in assuring all proposals are reviewed by the appropriate program experts and / or teams and is not intended to reflect priorities for funding. All proposals will be screened for eligibility under each of the grant programs described in the RFP and all eligible grant applications will be considered for funding. An EPA review panel will make the final determination regarding under which grant programs the project or separable components of a project may be considered.

- ☐ I am willing to accept funding at a lower level than my request, or partial funding covering some project components, OR
- ☐ I am not willing to accept funding at a lower level than my request

Geographic & Special Emphasis Areas:

- ☐ 1-70 Corridor (Golden to Glenwood Springs)
- ☐ Upper Missouri River Basin
- ☐ Yellowstone River Corridor, Montana
- ☐ Missouri Wild and Scenic/Recreational Rivers, Montana/South Dakota
- ☐ Big Sioux River Basin, South Dakota
- ☐ Missouri River Mainstem Garrison reach, North Dakota
- ☐ Missouri River Mainstem Fort Peck reach, Montana/North Dakota
- ☐ Red River/Devils Lake Basin, North Dakota/Minnesota
- ☐ Cherry Creek Watershed, Colorado
- ☐ State/Tribal Unified Watershed Assessment high-priority watershed
- ☐ Watershed Affected by CBM Development (Montana, Wyoming, Utah, Colorado)
- ☐ Assessment or monitoring
- ☐ Volunteer Monitoring

Water Program:

- ☐ Pretreatment
- ☐ Biosolids
- ☐ Wet Weather (e.g. storm water, sanitary sewer overflows)
- ☐ Concentrated Animal Feeding Operations
- ☐ Wastewater
- ☐ Coal Bed Methane
- ☐ Mining
- ☐ Reduction, Prevention, or Elimination of Pollutants in Surface Water

Wetland Program areas:

- ☐ Project directly related to wetlands protection or assessment.

TMDL Development:

- ☐ End product is an assessment or monitoring information related to a 303(d) listed waterbody for the development of a TMDL
- ☐ End product is an assessment of a 303(d) listed waterbody
- ☐ End product is a TMDL for a 303(d) listed waterbody
- ☐ End product is implementation of a TMDL

Regional Geographic Initiative

- ☐ Addresses Geographic and / or Special Emphasis areas listed above
- ☐ Addresses environmental issues on a landscape scale using a multi-media or multi-program approach
- ☐ Leverages resources from and builds relationships in a variety of programs and agencies aimed towards environmental results
- ☐ Creates a strategy/plan for focusing resources and community approaches to environmental problem-solving

Appendix C -
PROPOSAL FORMAT *not to exceed 10 pages total*

☐ **Page One - Title Page- REQUIRED**

- **Project title**
- **Sponsoring Organization**
- **Contact Name and Title**
- **Address**
- **Email address** (email addresses for two contacts)
- **Phone number(s)**
- **Fax Number**
- **EPA contact** (if applicable)
- **State or Tribal contact** (if applicable)

☐ **Page Two - Review Team Proposal Checklist (appendix B)- REQUIRED**

☐ **Page Three - Executive Summary- REQUIRED**

- **Project Title**
- **Hydrological Unit Code available @** <http://cfpub.epa.gov/surf/locate/index.cfm>
- **Latitude and Longitude of project site**
- **Name of Watershed**
- **Environmental Setting /Problems**
- **Major Goals** (4 or 5 lines)
- **Project Summary** (5 or 6 lines)
- **Funds Requested**
- **Matching Funds or Funds Leveraged**

☐ **Pages Four through Ten - Proposal**

- **Environmental problem description**
- **Goals of the project**
- **Description of project**
 - ✓ Ecosystem/watershed or industry sector targeted by project
 - ✓ Project location
 - ✓ Background information
 - ✓ Work to be completed to achieve the goals listed above - including who is responsible for the work (staff or outside help)
 - ✓ Approximate hours necessary to complete the work
 - ✓ Equipment needs, sampling and analysis (Quality Assurance plan exists or will be developed) and location information (maps, diagrams, pictures, etc. where appropriate)
- **Outputs and Progress Reports** - List outputs or deliverables that will be produced (e.g. manuals or other documents, videos, number of field days, etc). List when progress reports will be given to EPA and what will be included in the reports (e.g. status of each of the project goals and milestones, reasons for slippage, adjustments to completion dates). At a minimum semi-annual reports and 2 copies of final report(s) required.
- **Milestones** - Include a milestones table or list (e.g. start, and completion dates) of what is to be achieved by certain dates. Events that will occur throughout the project that EPA will use to track progress. Note: Since actual project start dates are difficult to anticipate it is best to present milestones in a "Month 1, Month 2, Month 3, etc., format rather than specific dates.
- **Budget** - for entire project with a breakout by task and funding source requested. Please identify the specific EPA funding source for each task if you are applying for more than one grant program. Include amount of match, salaries, equipment, sampling and analysis, travel and training. Budget should include EPA funds and non-EPA funds requested or committed.

☐ **Additional pages Attachments- OPTIONAL**